

# Lions of District 25 F Emergency Response Plan

Revised: 05/15/2005

## Purpose:

This document is intended to outline a plan of action for the Lions of District 25F in identifying and responding to emergencies.

## Step 1:

### Identification and communication of an emergency situation.

- A. It is anticipated that most emergencies will be initially identified at the local Lions Club level by local Lions, or by a nearby Lions Club officer. However, if the media brings a situation to our attention, it may be necessary for the Governor or the District Emergency Response Chairman (the Vice District Governor - VDG) to make an executive decision to attempt to contact Lions in the affected area(s). For example an emergency may consist of weather or terrorist related activities that could affect communications at the disaster site.

However, the most important step in the entire process is the identification of a need for assistance and the communication of that need to the primary contact: the District Emergency Response Chairman (VDG). The VDG will have the ability to act on the District Governor's behalf (when the District Governor is unavailable) in order to request emergency funding from LCIF to meet whatever needs have been identified.

- B. The VDG will need to communicate the disaster situation to a number of people. These will include:
- District Governor
  - LCIF
  - Emergency Response Lion Volunteers from around the District
  - Selected Stores (e.g., Walmart, Kmart, and Kroger for needed supplies)
- C. The VDG will also need to communicate our intended relief efforts to local emergency personnel in order to gain admittance (and acceptance) into the disaster area. Logistics such as distribution point location(s) and needed supplies will need to be coordinated with them, as well.

- D. Upon beginning the distribution of supplies, our relief effort should then be communicated to broadcast media contacts, in order that they can further communicate the existence and location of our disaster relief station(s) to those victims that need assistance.

Step 2:

Evaluation of the situation and specific needs assessment.

- A. Depending on the extent of the emergency, the local club may or may not be able to determine the exact needs of the local community; however, the local club will certainly be in the best position to provide the necessary information to help determine those needs.
- B. Upon being contacted for assistance, the VDG will need to ask some very specific types of questions, which will vary depending upon the nature of the emergency.

For example, if the emergency involves a weather related disaster (e.g., tornado, flood, drought, etc.), we need to find out if basic human needs such as fresh water, food, shelter, clothing, and blankets are needed. We must then find out if there are any stores in the area that have those needed items in sufficient quantities to meet the needs of those who have been affected. If so, we may want to use special "gift certificates" that would allow those in need to "purchase" needed basics from those stores. If no supplies are available, or if access to them is going to be impeded (e.g., due to road closures from floods, downed trees, or other obstacles), we may need to bring appropriate items in for direct distribution at some central point(s) that is/are within walking distance of the victims.

- C. Upon determining what needs exist, we next need to find out just how many people are affected. The answer to this question may very well affect how we will need to respond in order to be effective.
- D. Once needs and local supplies (if any) have been identified, the District Governor will then contact LCIF for an emergency funding request. (The amount of our request will be dictated by the extent of the needs and the number of victims affected by the disaster.)
- E. The VDG will also begin an emergency broadcast (by E-Mail and/or Telephone) to notify Local Emergency Response Leaders (Volunteer Lions) at the club level from around the district of the need for volunteers and what special skills (if any) are needed. The Volunteer Lion Emergency Response Leaders will need to respond to let the VDG know how many (and who) will be responding to the emergency call. In many

situations, the VDG will need to notify local emergency personnel of the relief effort and the identities of specific volunteers in order that they will be allowed into an area. (Photo IDs may be required to gain admission into some disaster areas, depending on local conditions.)

- F. If direct distributions of supplies are required, the VDG will need to contact suppliers that are unaffected (or minimally affected) by the disaster to secure the needed supplies, and notify Volunteer Lion Emergency Response Leaders from that area to speed delivery of the needed supplies to the disaster site.
- G. A distribution point and signage at the disaster site will need to be coordinated with the local club(s) to be most effective for those who are directly affected by the disaster. This location will need to be communicated to all volunteers, so that all relief activities can be effectively coordinated by the VDG, as they arrive. Cellular phones may or may not be usable in the immediate area. (Tornados could have taken out local towers.) In those situations, FRS radios may be very useful, if any are available.

### Step 3:

#### Action(s) Required:

Specific actions will be determined to a great extent by the disaster itself. However, certain basics will remain constant. These include:

- A. Select a site (or sites) that is/are accessible and visible to victims and communicate its (their) location(s) to all volunteers and local emergency personnel.
- B. Determine the location(s) of needed supplies for the specific disaster.
- C. Acquire sufficient supplies (or “gift certificates”) for distribution to victims. (Depending on the number of victims involved and their needs, this may require a “supply train” of replacement items being transported in from outside the area by the Lions volunteers.)
- D. Communicate and solicit manpower sufficient to distribute needed supplies.
- F. Obtain and transport the “distribution center” and signs to the designated site along with the needed supplies.
- G. Coordinate all efforts through local emergency personnel that will be identified by the local club(s). This may involve providing lists of supplies

and volunteers that can be allowed into the disaster area for the disaster relief effort.

- H. Begin distributing needed supplies to the victims.
- I. Once the distribution channel has begun, notify local media to assist us in helping victims locate our disaster relief station(s). Many victims may still have access to broadcast TV news or radio news reports.